



MEETING MINUTES

LASSEN COUNTY CHILDREN & FAMILIES COMMISSION

Thursday, June 6, 2002

Barry Creek Meeting Center

1345 Paul Bunyan Road, Suite B

Susanville, California 96130

Present: Jan Irvin, Bobby Malone, Betsy Elam, Patsy Jimenez, Karol Merten
Absent: Dave Jones, Yvonne O'Neill, Jim Chapman, Kathryn Fox
Staff: Laura Roberts
Guests: Robin Jones, Barbara Tiner, Tom Keeffer, Jerry Apts, Jon Grant

1. **Call to Order/Welcome and Introductions :** Chairperson, Karol Merten, called the meeting to order at 1:40 p.m. Commissioners and visitors were welcomed.
2. **Information/Consent Calendar:** Items 2a and 2e were pulled from the Consent Calendar in order to allow further discussion. Commissioner Malone moved that items 2b, 2c, 2d, and 2f and 2g be approved as presented. Commissioner Irvin seconded the motion. There was no discussion. The motion carried. Items included in the consent calendar and approved in the motion are:
 - 2b. SUBJECT: Approval of Fiscal Report
 - 2c. SUBJECT: AUTHORIZATION TO SOLICIT BIDS FOR ANNUAL AUDIT. ACTION REQUESTED: Approve solicitation of bids for annual audit in an amount not to exceed \$1,500.
 - 2d. SUBJECT: APPROVAL OF TRAVEL REQUEST
ACTION REQUESTED: Approve travel for Laura Roberts and Dennis Wilkes to attend Financial Planning and Sustainability Workshop 6/13-14/02 in Sacramento conducted by Prop 10 Technical Assistance Service Center.
 - 2f. SUBJECT: July 2002 Meeting Canceled
 - 2g. SUBJECT: Future Meeting Schedule
 - August 1, 2002
 - September 5, 2002
 - November 7, 2002
 - December 5, 2002
 - January 2, 2003
 - February 6, 2003
 - March 6, 2003
 - April 3, 2003
 - May 1, 2003
 - June 5, 2003

- 2a. **Approval of Minutes of LCCFC Meetings of May 2 and 30, 2002:** The minutes of the meetings of May 2nd and 30th were presented. Commissioner Elam suggested several changes. Several corrections were requested. It was requested that when using acronyms that the full text be spelled out. The minutes were modified as suggested. Commissioner Jimenez moved that the minutes be approved as modified. Commissioner Elam seconded the motion. There was no discussion. The motion carried.
- 2e. **Permission of Executive Director to Expend up to \$7,500:** In order to expedite Commission activities and speed up meetings, it is proposed that the Executive Director have permission to expend up to \$7,500 without Commission approval for training, travel, meeting supplies and media, per fiscal year. Commissioner Malone moved that the Executive Director have permission to expend up to a total of \$7,500 per fiscal year without prior individual item approval by the Commission in the line items of training, travel, meeting supplies and media. Commissioner Jimenez seconded the motion. There was no discussion, and the motion passed unanimously.
3. **Meeting Operations/Rules:** In an effort to streamline meetings and keep them moving along well, and make the best use of everyone's time participating in the meeting, the Commission meeting operation and ground rules that were discussed at the May 30th workgroup were (1) Keep meetings to 1 ½ hours maximum, (2) Build a time line into each agenda, (3) Allot presenters, such as potential mini grantees, five minutes for their presentation, and (4) To the extent possible, confine Commissioner's comments to three minutes. Commissioner Elam moved that this policy be adopted. Commissioner Jimenez seconded the motion. There was brief discussion that this would be a good way to streamline the operations of the commission. The motion carried unanimously.
4. **FY 02-03 Budget Approval:** The budget for 2002-2003 was presented. The line item entitled "reserve" was modified to better reflect the actual intent of the Commission, that being "long term project fund". Commissioner Elam moved that the budget be adopted as modified. Commissioner Jimenez seconded the motion. There was no discussion. The motion carried unanimously.
5. **Mini Grant Program Modifications:** Modifications to the Mini Grant program were suggested as follows: (1) Limit Grants to a maximum amount of \$7,500.00, and (2) Modify the language in the application form to state that fixed asset improvements to family day care homes are not allowed. Additionally the language developed by the mini grant committee concerning whether an applicant could reapply for additional funding was to be added to the new policy. After discussion, it was suggested that the policy and the mini grant application form be

modified to reflect: (1) Mini grants be in a sum up to \$7,500, (2) Mini grant funds may not be used for capital improvements to private homes, (3) A mini grant recipient may reapply after one year to the Commission, as long as the new application is for a totally different project, and (4) A mini grant recipient may reapply after three years to the Commission for a similar project. Commissioner Malone moved that the proposed policy be adopted and that changes be made in the mini-grant form accordingly. Commissioner Irvin seconded the motion. There was no further discussion. The motion passed unanimously.

6. **Director's Update: Recruitment of Commissioner and Alternate Members:**

The advertisement requesting applications for the Commission vacancy and alternate members is to be published on June 4, 2002. I have some blank application forms and would like to hear from you as to any persons that you would like me to contact. Yvonne O'Neill is a Category Three Representative so recruitment for the Commission vacancy as well as two alternate members must occur from the following:

Category Three: The remaining members of the Commission shall be from among the persons described in Category Two and persons from the following categories: recipients of project services included in the county strategic plan adopted by the Commission; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

Category Two: Two members of the Commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment service.

Commissioners suggested that a recruitment package containing information about the Commission and its duties be prepared and delivered to potential applicants. Commissioner's also suggested that they be allowed to review applications and submit recommendations to the Board of Supervisors prior to appointments being made. Laura Roberts was instructed to place the matter on the August 1, 2002 agenda for review of applications.

C.A.R.E.S. Project: There are 63 participants currently. \$42,600 has been distributed in stipends.

School Readiness Project: The new director of the Westwood Family Resource Center will be arriving on June 10. Her name is Tanya Jungwirth. The Westwood Advisory Group and ComPAC are moving steadily toward the opening the FRC and the provision of services.

AmeriCorps/Vista Home Visiting Project: The VISTA training was held in Sacramento last month. The AmeriCorps training is on June 13 and 14 in Sacramento. During these trainings we are learning how to recruit, train, manage, and do all of the paper work that is required of employing AmeriCorp/VISTA workers. Tentatively the start up month is August. Patsy Jimenez will be attending the workshop in June, as will Judy Davis, Barbara Tiner, and the new Westwood Family Resource Center Coordinator. Patsy will be visiting the Birth and Beyond program in Sacramento to help determine if the Birth and Beyond model is in fact the one that will be used for the Lassen County Public Health Home Visiting Program.

New Parent Kit: The New Parent Kit (NPK) is continuing to be distributed by WIC, by Sheri Houck at Northeastern Rural Health, by Mountain Valleys Health Center, and by Lassen County Public Health. County Clerk, Theresa Nagel, offered to inquire of those recording birth certificates if they have received a kit. If not, the Clerk's Office will offer a kit to the parent recording the birth certificate. Birth Certificates are sometimes recorded by mid-wives, as well as parents. Additionally the videos are now available from a clearing house for \$1.75 each. I will acquire some of the videos to place in video stores, rather than dismantling kits.

Mini Grants: Mini grants are progressing well. Several have been completed. The current allocation has been exhausted. There are currently three mini grant applications pending. There was discussion concerning the recent change in the maximum amounts and its effect on the current applications. Since the process allows for an award "up to" a dollar amount, it was felt that the current applications could be considered at the August meeting.

7. **Open Comment:** Tom Keeffer announced that the Health Fair will be held at the Veteran's Memorial Building on Main Street on June 15, 2002, from 8:00 a.m. until 12:00 noon. Yvonne O'Neill was not present to receive a certification of appreciation for her tenure on the Commission.
3. **Adjournment:** The meeting was adjourned at 2:50 p.m. Refreshments were served.

Respectfully Submitted,

Laura J. Roberts
Executive Director